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GROUP 3
Excluded from automatic
downgrading and
declassification

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C. OPERATIONS SUPPORT FACULTY

1. Administrative Procedures Course No. 103, Phase II, with an enrollment of fourteen students, started Monday, 22 October.

25X1A9a

2. [REDACTED], Administrative Officer for Automatic Data Processing Staff/DDI, discussed with [REDACTED] his need for instruction in Agency administrative channels and procedures, particularly in fiscal (vouchered funds) matters. [REDACTED] contacted the Comptroller's Office to determine who should give the instruction and the depth of coverage required for his position. [REDACTED] will take the Class B Accounting given in the current Administrative Procedures Course. This will be followed by specific instruction related to his position.

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3. At the request of [REDACTED] conducted a seminar on personnel matters for the Printing Services Refresher Course conducted by the Intelligence School. The seminar extended forty minutes beyond the scheduled time because of class interest.

D. ADMINISTRATION

25X1A9a

1. [REDACTED] and I met on 23 October in further discussion of the transfer and relocation of the Operations Support Faculty to Headquarters Training.

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2. I met with [REDACTED] to discuss with him his assignment in Headquarters Training when he reports for duty, probably 25 October.

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3. [REDACTED] reported for duty as a training assistant for the Operations Support Faculty on 22 October.

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